

Organizational Meeting of the Town Board of the Town of Clarence was held on Wednesday, January 2, 2019 at the Clarence Town Hall, One Town Place, Clarence, New York.

Supervisor Patrick Casilio called the meeting to order at 6:02 p.m. Pledge to the flag was led by Councilman J Paul Shear, followed by prayer given by Pastor Ned Holderby of St. Stephen's United Church of Christ.

Members of the Town Board present were Councilmembers J. Paul Shear, Christopher Greene, Robert Geiger, Peter DiCostanzo and Supervisor Patrick Casilio. Several Town Department Heads were also present.

Motion by Councilman DiCostanzo, seconded by Councilman Greene to accept the work session and regular meeting held December 12, 2018. Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman DiCostanzo, seconded by Councilman Greene to accept the minutes of the morning work session held December 19, 2018. On the question, Supervisor Casilio reported that, at that meeting, the Town Board referred the request from AJ's Tree Service for a Temporary Conditional Permit to operate a Tree Service Business at 9500 Martin Road to the Planning Board for review and recommendation. Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman Geiger, seconded by Councilman DiCostanzo to amend the motion of December 12, 2018 appointing Richard Kasperek as Security Officer PT for the Justice Court changing the date of hire for Mr. Kasperek retroactive to December 20, 2018 from January 1, 2019.

On the question, Councilman Geiger said the change in the hire date is due to Mr. Kasperek being asked to work in the Court on December 20, 2018 by Justice Sillars due to a cancellation by the Court Officer scheduled to work that night.

Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman DiCostanzo, seconded by Councilman Greene to approve the following items 1 – 11:

1. **Town Board Meetings:**

Regular Town Board meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:00 p.m., except as noted:

January	2 and 16
April	3 and 17
November	6 and 20
December	11 ( <i>only one meeting</i> )

Work Sessions to start at 4:30 p.m.

Work Session may be held at 9:00 a.m. on the first Wednesday of each month, as called by the Supervisor.

2. **Agenda Format:**

1. Call to Order
2. Pledge to the Flag
3. Prayer
4. Roll Call
5. Minutes of Previous Meeting
6. Supervisor's Report
7. Council Reports
8. Public Announcements
9. Departmental Reports
10. Public Participation (Agenda items only – limit 3 minutes)
11. Balance of Agenda Items
12. "For the Good of the Town" (Limit of one minute.)

**NOTE:** Council members shall vote by reverse seniority, with the Supervisor voting last.

3.1 **Agenda Policy for all non-land use projects or items** - Any person or entity wishing to be placed on the Agenda must notify the Town Clerk with subject matter by 4:30 p.m. on the Wednesday the week before the Town Board Meeting. The Supervisor upon consultation with the Town Board may make exceptions.

3.2 **Agenda Policy for Land Use Proposals** – All proposed land use projects or items to be placed on the Town Board agenda must have all appropriate applications or approvals completed and submitted, including appropriate fees, to the Planning and Zoning Department on or before 4:30 pm of the Wednesday the week before the Town Board Meeting.

- If the item is a new application, then it may be placed on the Town Board’s Work Session to determine an appropriate review process. The item may be placed on the next available Town Board Agenda.
- Exceptions:
  - a. Any item on a Planning Board Agenda the Wednesday before a Town Board meeting that receives a Planning Board recommendation, be it approval or denial, may be placed on the next Town Board Work Session.
  - b. Case-by-case determination by the Town Supervisor in consultation with the Planning and Zoning Department.

3.3 **Agenda Policy for Town Board Notification Policy for Land Use Proposals** - This policy is developed in accordance with Clarence 2030, to allow for the public to have a voice in local land use decisions. This policy supersedes but does not replace any notice required by law.

- Unless required by law, an item’s first appearance on any Town Board Agenda does not require any additional notification.
- Any and all items referred to the Planning Board shall be noticed for the Planning Board’s first agenda. All above-mentioned notices shall be sent by the Planning and Zoning Department by first class mail to property owners within five hundred feet (500’) from the subject property. Notification of an item on any other future meeting may be sent at the discretion of the Director of Community Development, the Planning Board Chairperson, or Planning Board Executive Committee.

After the Planning Board’s first meeting regarding the proposed project, all affected property owners may stay involved by visiting the Town’s Website, speaking with Town staff in the Planning and Zoning Department, or by reading the Clarence Bee, where such notices and agendas are published. Also, all meeting agendas are posted in Town Hall as required by Town Law.

4. **Town Hall Offices:**

Supervisor	-Week Days	8:30 a.m. – 4:30 p.m.
Town Board	-Week Days	8:30 a.m. – 4:30 p.m.
Town Clerk	-Week Days	8:30 a.m. – 4:30 p.m.
Town Attorney	-Week Days	8:30 a.m. – 4:30 p.m.
Court Office & Window	-Week Days	8:30 a.m. – 4:30 p.m.
Court: Session	Tuesday – 5:00 p.m. /Thursdays - 6:00 p.m.	
Accounting Office	-Week Days	8:30 a.m. – 4:30 p.m.
Zoning Office	-Week Days	8:00 a.m. – 4:30 p.m.
Zoning Office – Clerical	-Week Days	8:30 a.m. – 4:30 p.m.
Assessor	-Week Days	8:30 a.m. – 4:30 p.m.

**Highway and Parks Departments:**

Office Hours - Clerical	-Week Days	8:00 a.m. – 4:00 p.m.
Shop Hours & All Others	-Week Days	7:00 a.m. – 3:30 p.m.

**Engineering and Building Departments:**

Office Hours	-Week Days	7:00 a.m. – 3:30 p.m.
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**Youth & Recreation Departments:**

-Week Days	8:30 a.m. – 4:30 p.m.
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- 5. All items which pertain to conditions of employment, pay, vacation and the like are applicable to employees not covered under collective bargaining agreement except seasonal, part-time and temporary.
- 6. To adopt the Town of Clarence Fleet Management Policy. (Attached) The said policy may be amended from time to time by resolution of the Town Board. (Copy of this policy will be available in the office of the Town Clerk).
- 7. To amend the Town Policy Manual in the following sections:
  - a. Section 610 Cancer Screening
  - b. Section 904 Sexual Harassment
- 8. Adoption of Employee’s Salary Schedule as within the 2019 Adopted Budget **except** as noted in the Organizational Minutes.
- 9. New York State Retirement: The Town shall pay for all employees under the Retirement Plan Section 75-i and 41-j.
- 10. All appointments are contingent upon completing and filing the annual Ethics Disclosure. Failure to do so will automatically revoke such appointment.

11. **Holidays:**

January 21, 2019	Monday	Martin Luther King Day
February 18, 2019	Monday	Presidents’ Day
April 19, 2019	Friday	Good Friday
May 27, 2019	Monday	Memorial Day
July 4, 2019	Thursday	Independence Day
September 2, 2019	Monday	Labor Day
October 14, 2019	Monday	Columbus Day
November 11, 2019	Monday	Veterans’ Day
November 28, 2019	Thursday	Thanksgiving Day
November 29, 2019	Friday	Thanksgiving Holiday
December 24, 2019	Tuesday	Christmas Eve ½ Day Holiday
December 25, 2019	Wednesday	Christmas Day Holiday
January 1, 2020	Wednesday	New Year’s Day Holiday

**NOTE:** Employee must work the day before and the day after the holiday to be paid unless on vacation or approved paid sick or personal leave.

\* Christmas Eve ½ day Holiday occurs only when Christmas falls on Tuesday thru Friday.

Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman Geiger, seconded by Councilman DiCostanzo to approve the following items 12 - 26:

- 12. Designation of Trick or Treat Night on Thursday, October 31, 2019 from 5:00 p.m. to 8:00 p.m.
- 13. March 11, 2019 is proclaimed Founder’s Day in honor of Asa Ransom, the first settler and one of the founders of the Town of Clarence.
- 14. **Longevity payments:** Except for elected officials, longevity will be paid to full time employees in accordance with the following schedule in a lump sum payment in a separate check in the pay period of the employee’s affected anniversary date.

5 – 9 years of full-time service	\$ 875.00
10 – 14 years of full-time service	\$ 1,000.00
15 – 19 years of full-time service	\$ 1,075.00
20 – 24 years of full-time service	\$ 1,225.00
25+ years of full-time service	\$ 1,425.00

15. Any employee who is an active Volunteer Fireman may, with Department Head approval, respond when needed, to any working fire, first aid or mutual aid call within the Town of Clarence and within their fire district. Log in/out procedures per Section 604 of the Town Personnel Policy Manual.
16. Residency Requirement as set forth in the Town of Clarence Local Law 1-2004, code 39.11-39.15.
17. Approval for all Elected Officials, Code Enforcement Officers, Town Engineer, Civil Engineer, Clerks to Town Justice, Accounting Department, Zoning Department, Town Attorney, Youth Bureau, and Assessor's Office to attend their respective *local Association* meetings with reasonable and necessary expenses to be paid by the Town. All meetings must have Department Head approval prior to attending.

Pursuant to the General Municipal Law § 77c and Town Employee Policy Manual Section 506 and only when expenses are over the per diem rate, will a per diem allowance be paid in lieu of actual expenses in accordance with the rates adopted for federal income tax purposes. Verification of all expenses (*Original receipts and voucher –note: credit card slips alone do not constitute adequate documentation*) must be submitted with the request for reimbursement.

All Town Officials, Department Heads and Town Employees must receive Town Board approval to attend any conferences, seminars, meetings, etc., other than their local Association meetings. **Requests for such approval must be submitted for a Town Board motion and include the itinerary/subject(s) of the meeting/training/conference including the date, time, location and cost.** Failure to follow this procedure will result in no reimbursement of expenses.

18. **Use of Vehicles:** Upon advance Town Board approval, employees using personal vehicles for official Town business shall be paid a mileage allowance in accordance with IRS rates. No Town vehicles will be allowed to leave the Town except when on official business and with prior Department Head approval.

The only Town vehicles which may be taken home after regular working hours will be those used by the: Highway Superintendent, Highway Deputy Superintendent, Parks Crew Chief, Parks and Highway General Crew Chiefs, Dog Control Officers and Dog Control Officer PT.

*The Town Board has the right to cancel or revoke the privilege to take a vehicle home at any time during the calendar year upon the passing of a resolution.* Employees taking home vehicles will be charged with a fringe benefit in accordance with the current IRS rates. (Refer to the Town's Policy manual section 507 for further information on the Town's Vehicle Policy and also the Fleet Management Policy.

19. **Use of Cell Phones:** The following positions may be provided a cell phone or have the option of receiving payment on a quarterly basis at the current average rate of the Town's billed rate for cell phones:

Town Supervisor, Assistant to the Town Supervisor, Town Board Members, Town Clerk, Director of Community Development, Dir. of Admin. & Finance, Jr. Planner, Zoning Inspector PT (50%) Town Attorney, Deputy Town Attorney, Town Engineer, Civil Engineer, Engineering Aide, Highway Superintendent, Deputy Highway Supt., Parks Crew Chief, Parks and Highway General Crew Chief, Highway Auto. Mechanic Crew Chief, Code Enforcement Officers, Senior Code Enforcement Officer, Plumbing Inspector, (2 - PT Code Enforcement Officers (50%); Executive Director of Youth Board, 1-Youth Bureau (employee use), Dog Control Officer, Dog Control Department (1), Emergency Management (2), Security Officers (2), Security Department (1).

The Town's cell phone policy Section 510 should be followed for the use of cell phones. The Town Board has the right to cancel or revoke the privilege of being provided a cell phone or receiving reimbursement at any time during the calendar year upon the passing of a resolution.

The cell phone reimbursement rate for Town of Clarence employees is as follows: Effective January 1, 2019, the total quarterly reimbursement rate is based on the 2019 start of the year rate plan with Verizon for Town provided cell phones. The rate is based on the average of the two plans we utilize including mandatory FCC and applicable charges which is currently \$73.46 per quarter. The quarterly rate will stay in effect until which time the monthly rates for the town provided cell phones change. Using the same formula, the Accounting Department will adjust the rates accordingly and notify the employees being reimbursed of the change.

20. All mail will be distributed by the Supervisor's Office.
21. All appointments are for the year 2019 unless otherwise noted or unless otherwise set forth by law.
22. The Supervisor is the appointing officer for the Town of Clarence pursuant to the New York State Civil Service Law. The appointing officer's responsibilities include signing appointment and personnel change forms submitted to Erie County Department of Personnel, certifying the Civil Division payroll, making sure it is accurate and in accordance with Civil Service Law and canvassing candidate eligibility lists assuring all procedures under the Civil Service Law are followed. The Supervisor is the Town's Budget Officer.
23. Appointment of Karen Jurek as the Assistant to the Town Supervisor. Appointment of Karen Jurek, Assistant to the Town Supervisor, as in-house Computer Network Coordinator and Web Site Coordinator with a stipend per the 2019 budgeted rate.
24. The Town Board approves the recommendation of Judge Powers for the appointment of Mary Kelley as his Clerk to the Town Justice. The Town Board approves the recommendation of Judge Sillars for the appointment of Marilyn Taton as his Clerk to the Town Justice.
25. Appointment of David Wetzler, Guy Fleming, James Budniak, Kenneth Stevens, Andrea Minor, Thomas Koehler, Lawrence Ramunno and Richard Kasperek as Security Officer PT in the court office. (*Minimum pay of three (3) hours*).

Appointment of Andrea Minor Security Officer as Supervisor in charge of equipment and scheduling of officers at a stipend of \$300.00.

26. Appointment of the following Clerks PT:
  - Shirley Moore, Amy Major, Nancy Wesolowski, Julie Wild, and Diane Nardolillo at the rate of \$13.8625 per hour.
  - Theresa Casey (*Supervisor/Town Board*), Sally Moore (*Court Office*), Brenda Vaughn (*Youth & Recreation Departments*) and Trina Boller (*Assessor's Office*) at the rate of \$14.3530 per hour.
  - Cheryl Hufnagel as Clerk Part-time (*Building Department*) at the rate of \$15.9181 per hour.
  - Robin Sendlbeck as Clerk Part-time in the Supervisor/Town Board Office at the rate of \$16.1365 per hour.

All Clerks Part-time will be called by the Supervisor's Office upon request from the Department Head. No payment will be authorized if this procedure is not followed.

Upon roll call – Ayes: All; Noes: None. Recuse: Councilman Shear on item 25 to appoint his daughter Andrea Minor. Motion carried.

Motion by Councilman Greene, seconded by Councilman Shear to approve the following items 27 - 44:

27. Appointment of Richard Freeman as Van Driver RPT and Douglas Mutton as Van Driver Part-time.

28. Appointment of Corissa Decker and Lauren Weber as Dog Control Officer PT and David Mathis Dog Control Officer PT (to be used as a substitute).
29. Town Clerk Nancy Metzger appoints Darcy Snyder and Gayle Brace as Deputy Town Clerks. Appointment of Nancy Metzger as Registrar of Vital Statistics, Records Management Officer and FOIL Records Officer, Darcy Snyder as Deputy Registrar of Vital Statistics and Gayle Brace as Sub Registrar of Vital Statistics with all fees for registrar services remitted to the Town of Clarence General Fund.
30. Appointments in the Legal Department as follows:
  - a. Lawrence M. Meckler as Town Attorney for two-year term to expire 12/31/2019. *(Note this is the second year of another two-year term).*
  - b. Steven Bengart as Deputy Town Attorney with a term to expire 12/31/2019.
  - c. Peter Vasilion as Town Prosecutor Part-time with a term to expire 12/31/2019.
  - d. Cynthia Rosel as Paralegal

Approve the IDA stipend for Cynthia Rosel per the 2019 budgeted rate.  
*(Note: Both the Town Attorney and Deputy Town Attorney are also registered with the District Attorney's Office to be a prosecutor as needed).*
31. Appointment of Timothy Lavocat, P.E., Town Engineer/Department Head for the Engineering and Building Departments, and Administrator of Flood Plain and Town Sewer Districts for a two-year term to expire 12/31/2019. *(Note: This is the second year of another two-year term).* Approve the stipend for Storm Water Management Officer and Sewer Administrator for Timothy Lavocat, P.E. per the 2019 Budgeted rate.
32. Appointment of Joseph Lancellotti, Civil Engineer as Deputy Flood Plain Administrator. Appointment of David Albert as Code Enforcement PT at the rate of \$20.5672 per hour and Joseph Saletta as Code Enforcement Officer PT at the rate of \$19.7676 per hour.
33. Appointment of David Bissonette as Natural Disaster Services Coordinator and David Baumler as Area Director of Civil Defense to coordinate emergency services.  
 In addition to the budgeted rate of pay, the Natural Disaster Services Coordinator, David Bissonette, and the Area Director of Civil Defense, David Baumler, will be paid at the rate of \$78.00 per hour, for Long Term Disasters; and that said payment to occur *only* in operations exceeding eight (8) or more hours and *only* when the Town is going to be reimbursed by FEMA, State Aid, or Insurance including third-party insurance.
34. Appointment of Security Officers part-time as follows:
  - Alan Wolbert and William O'Donnell at the rate of \$17.1024 per hour.
  - Rita Savage, Ronald Kline, George Brown, Robert Sugg and Michael Becker at the rate of \$15.4695 per hour.
  - Michael Barry and Burton Falk at the rate of 14.5656 per hour.
35. Appointment of School Crossing Guards for the terms of February 25, 2019 through June 21, 2019 *(last day of school year and start back first day of school as set by the school board)* September 4, 2019 through November 22, 2019: Rhonda Carpenter and Lorraine Hunt.
36. The Town Board approves the recommendation of the Highway Superintendent James Dussing to appoint Charles McNiff as Deputy Highway Superintendent, Paul Englert as General Crew Chief, Gail Englert as Confidential Secretary to Highway Superintendent and Kenneth Bevilacqua as Laborer-PT. Approve the stipend for Drainage Management for the Highway Superintendent and General Crew Chief per the 2019 Highway Budgeted Rate.

37. The Deputy Highway Superintendent, General Crew Chiefs, Deputy Town Clerks, Secretary to the Superintendent of Highways, Assistant to the Town Supervisor, Junior Planner, Court Clerks, and Program Leader-Youth shall be compensated at time and a half for all hours worked over normal work week.

At the discretion of the Department Head, the above employees would be eligible for a minimum of four (4) hours call-in pay at the applicable straight or overtime rate for each call-in that occurs following the employees' normal work day except in the following circumstances:

In the event a call-in occurs three (3) hours or less before the employee's normal start time, but more than two (2) hours before the employees start time, the minimum pay could be three (3) hours of pay at the applicable straight or overtime rate.

In the event that the call is two (2) hours or less, before the employees normal start time, the minimum pay could be two (2) hours at the applicable straight or overtime rate of pay.

Flex Time may be used in lieu of overtime for the above listed non-union employees during the week in which the employee worked over their normal work day schedule

38. Appointment of Clifford O. Trapper as Recreation Director II PT. Appointment of Christopher Durr as Deputy Recreation Director PT.
39. Appointment of James Burkard as Parks Crew Chief and Administrator of Street Lights. Appointment of Robert Linde as General Crew Chief in the Parks Department.
40. Appointment of James Callahan as Director of Community Development. Appointment of Jonathan Bleuer as Junior Planner. Appointment of Jonathan Bleuer, Junior Planner as the in-house Grant Administrator with a stipend per the 2019 Budget. Appointment of Patrick McDuff as Zoning Inspector PT.
41. Appointment of James Callahan as Affirmative Action Officer for the Town of Clarence for a three-year term, to expire 12/31/2021. *(Note: The Affirmative Action Officer is a person who should be knowledgeable of Federal and State Fair Housing Laws, be available to respond to local housing discrimination complaints, and when appropriate, refer such complaints to Housing Opportunities Made Equal (HOME), or U.S. Department of Housing Urban Development).* *(Note: this is the first year of a three year appointment).*
42. Appointment of Kimberly Ignatowski as Director of Administration and Finance. Approve the Bond Administration and IDA stipends for Kimberly Ignatowski per the 2019 Budgeted rate.  
The Accounting Department will represent the Town at the LMHF Insurance meetings and give reports to the Town Board. The Accounting Department will represent the Town at SMEC Meetings as called by SMEC and give reports to the Town Board.
43. Appointment of Dawn Kinney as Executive Director-Youth Board and Matthew Druar as Program Leader-Youth. Appointment of James Corra as Program Coordinator RPT, Provisional.
44. Petty cash allowed for Town Clerk - \$300.00 and Justice Court - \$100.00 for each Judge, \$50.00 for the Youth Bureau, \$50.00 for the Recreation Department and \$300.00 for the Pool during the pool open season.

Upon roll call - Ayes: All; Noes: None. Motion carried.

Motion by Councilman Shear, seconded by Councilman Greene to approve the following items 45 - 71:

45. Grant a one year leave of absence effective 1/1/2019 to Albert Weber from Civil Service Real Property Appraiser to continue as the Assessor. Approve the IDA stipend for Mary Morris per the 2019 Budgeted rate.

46. Appointment to the Arboretum Advisory Committee for a one-year term: James Burkard, Peter Wolfe, Elaine Wolfe, Sharon Barker and Anne Case. *(There are currently three openings).*
47. Appointment to the Audit Committee for a one-year term: Councilman Peter DiCostanzo, as a member of the Town Board, Margaret Weglarski, and Richard Forrestel Jr.
48. Appointment of David Metzger, Senior Building Inspector as Administrator of Avoidable Alarms.  
Appointment of David Metzger, Senior Building Inspector, as the designated American with Disabilities Act Coordinator (ADA Coordinator) for the Town of Clarence.
49. Appointment to the Capital Projects Committee for a one-year term: Town Supervisor, Director of Community Development, Town Engineer, Highway Superintendent, Parks Crew Chief, Director of Administration and Finance and Councilmember Peter DiCostanzo, as a member of the Town Board.
50. Appointment to the Clarence Hollow Community Character Protection Board for a one-year term: Scott Kreher, Robert Lenz and Cheryl Anthony.
51. Appointment to the Clarence Center Community Character Protection Board for a one-year term: David Hallock and David Mosher. *(There is currently one opening).*
52. Appointment to the Community Residence Committee for a one-year term: Eileen McCallister, and David D'Amato. *(There are currently three openings).*
53. Appointment to the Conservation Advisory Council for a three-year term to expire 12/31/21: Joel Radder.  
Appointment of Peter Wolfe as Chairperson for a one-year term. *(There are currently three openings). (Note: Melany Arrison will be the member of the Erie County Management Council).*

Appointment of Dennis Londos as Coordinator of the Deer Abatement Management Assistance Program for the 2019 Season and to be paid through bill pay.

Clarence Town Board hereby establishes the following fees to be paid for the continued implementation of the Deer Abatement Management Assistance Program for the year 2019: \$3,000/year for the Program Coordinator and \$35.00/per deer – paid to agent for each deer tag and voucher turned in and signed by the agent. The Deer Abatement Management Assistance Program Coordinator may also be an agent for taking of deer.

Agents listed are appointed from October 2018 through March 31, 2019: Dennis Londos, Michael Petroci, Charles Riggio, Joseph Weiss, Ronald Martin, Rick Richert, Peter Forrestel, Michael Schlabach, Nello Paolucci, Martin Bronisz, Patrick Krey and Glenn Wygant.

Prior to start of the program each year the Program Coordinator shall submit a list of all the licensed agents, a copy of the agent's license under the ECL (Environmental Conservation Law) which is renewed each year and required permits and agents to the Legal Department.

54. Appointment to the Ethics Board for a five-year term to expire 12/31/2023: Albert Schultz and David D'Amato *(There is currently one opening – must be non-republican).*
55. Appointment to the Fire Advisory Board for a one-year term: The elected year 2019 Fire Chiefs from Clarence, Clarence Center, East Amherst, Harris Hill, Rapids and Swormville Volunteer Fire Companies.
56. Historic Preservation Commission: Appointment of Carol Cornwall as Chairperson for a one-year term. *(There are currently 3 openings and one must have an architect background and one an attorney).*



57. Appointment to the Clarence Industrial Development Agency for a one-year term: Clayton Ertel, Mary Powell, Christopher Kempton, Patrick Johnson, Elaine Wolfe and Robert Dixon. *(There is currently one opening)*.
58. Appointment to the Landscape Review Committee for a one-year term: Planning Board Chairperson, or their designee, and James Burkard. *(There is currently one opening)*.
59. Appointment to the Clarence Library Board for a five-year term to expire 12/31/2023: Joan Schultz.
60. Appointment to the Municipal Agricultural and Farmland Protection Committee for a one-year term: Daniel Corbett, Keith Dawydko, Brett Kreher, John Leamer and Douglas Curella Sr. *(There are currently four openings)*.
61. Appointment to the Planning Board for a seven-year term to expire 12/31/2025: Jason Geasling.  
Appointment of Robert Sackett as Chairperson, Richard Bigler as 1<sup>st</sup> Vice Chairperson, and Wendy Weber-Salvati as 2<sup>nd</sup> Vice Chairperson for a one-year term. *(There is currently an opening for the Alternate for a one-year term expiring 12/31/19)*.
62. The Sign Review Board shall consist of the Planning Board Chairperson and two members of the Planning Board.
63. Appointment to the Plumbing and Drainage Board for a one-year term: Larry Merkle, Daniel Loudenslager, Timothy Harris, at the rate of \$65.00 per meeting. Joseph Lancellotti, as representative of Engineering Dept., and Timothy Lavocat as Chairperson.
64. Appointment to the Recreation Advisory Committee for a one-year term: Michael Powers, Peter Wolfe, Margaret Walker, Joel Radder, George Emerling, James Burkard and Kirk Lincoln.
65. Appointment to the Senior Center Board for a three-year term to expire 12/31/2021: William Westley, Mary Anne Kermis, Barbara Anderson, David Meacham and Judith McCauley.
66. Appointment to the Traffic Safety Advisory Board for a one-year term: John Wind and Joseph Nemmer. *(There is currently one opening)*.
67. Appointment to the Youth Board for a three-year term to expire 12/31/2021: Donna Callaghan, Robert Coniglio *(representative of the School Board)* and Wendy Lennert. *(There is currently one opening with a term to expire 12/31/2021 and one with a term to expire 12/31/2019)*.
68. Appointment to the Zoning Board of Appeals for a five-year term to expire 12/31/2023: Daniel Michnik.  
Appointment of Patrick Krey as Alternate Member with term to expire 12/31/19.  
Appointment of Daniel Michnik as Chairperson for a one-year term and Ryan Mills as Vice-Chairperson for a one-year term.
69. Approval of the Investment Policy, Procurement Policy and Policy Manual for the Town of Clarence, which are available from the Offices of the Supervisor or the Town Clerk. *(Note the Procurement Policy is attached with 1/3/2018 update)*.
70. Appointment of Supervisor as 504/ADA Officer for Erie County Community Development Program.
71. Appointment of Lumsden & McCormick, LLP as Auditors and Drescher & Malecki and Capital Markets as Financial Consultants to the Town Board at their standard hourly rates.

Upon roll call – Ayes: All; Noes: None. Recuse: Supervisor Casilio on item 57 for the appointment of his sister Mary Powell. Motion carried.

Supervisor Casilio thanked his assistant Karen Jurek for putting this together. She has to verify people, salaries, terms of office, etc. She did a great job.

Motion by Supervisor Casilio, seconded by Councilman Greene to approve the following items 72 – 79:

72. Authorize the Supervisor to enter into and sign an agreement with Rotella Grant Management to provide grant writing services to the Town of Clarence for a one year term commencing January 1, 2019 and ending December 31, 2019 at a cost not to exceed \$1,800 per month.
73. The Town Board authorizes:
  - a. The Assessor to bill, and the Supervisor's office to collect for the Town's PILOT agreements for all IDA inducements.
  - b. The Town Clerk to bill and collect for Avoidable Alarm charges.
  - c. The Engineering Department to bill and the Town Clerk's Office to collect for Property Maintenance charges. If payments are not made, the charges will be added to the tax rolls.
74. Appointment of Manufacturers and Traders Trust Co., Key Bank/Clarence Office, Bank of America/Transit Road Branch, Bank of Akron/Clarence Center and Main Street Branches, JP Morgan Chase Bank, Northwest Savings Bank, Lake Shore Savings, Evans Bank and Steuban Trust as depositories for the Town of Clarence.
75. Minutes of the Town Board meetings will be on the Town's website at the Town Clerk's discretion.
76. All Boards, Committees and Subcommittees are reminded that they are subject to provisions of the Open Meetings Law, Article 7 of the New York State Public Officers Law (Article 7, sections 101 through 108). All meetings are for the conduct of public business and are open to the public. Town of Clarence Code Chapter 32, Meetings should be referred to.
  - a. For all meetings scheduled at least one week in advance, public notice of the time and place of the meeting must be given to the news media and posted on the Town Hall bulletin board at least 72 hours in advance. Notice of the meeting must be posted on the Town website. Whenever possible, the meeting schedule for the entire year shall be posted in January. (All committees/boards should turn in a schedule of meetings to the Supervisors office to be added to the website calendar and Town Calendar).
  - b. Minutes must be kept of all meetings of committees and subcommittees. The content of minutes are outlined in section 106 of the Open Meetings Law; subject to the Open Meetings Law minutes must be filed with the Town Clerk within 2 weeks.
  - c. The criteria for Executive Sessions is outlined in section 105 of the Open Meetings Law. Separate minutes must be kept of Executive Sessions. Minutes of Executive Sessions must be filed with the Town Clerk within one week.
77. Committee and Board appointments made during the year shall be brought up at a work session and then acted upon at the next Town Board Meeting after thorough review.
78. Set Public Hearing date of December 11, 2019 at 6:15 p.m. for the Annual review of Clarence 2030.
79. **Adopt the following resolutions pertaining to the Highway Department:**

**Resolved**, that pursuant to the provisions of section 284 of the Highway Law, Town Board agrees that the monies levied and collected for the repair and improvement of highways,

and received from the state for the repair and improvement of highways, shall be expended as follows:

The sum of \$1,947,090.00 may be expended for general repairs upon 123.84 miles of Town Highways including sluices, culverts, and bridges (having a span of less than five (5) feet and boardwalks or the renewal thereof.

Various roads resurfacing, Sesh Road, Tillman Road, Millcreek Drive, Creekhaven Drive, Miles Road, Kraus Road, Town Place and Old Goodrich

**Resolved**, that pursuant to Section 143 of Highway Law, the Town Board authorizes the Town Superintendent of Highways to rent or hire equipment within the approved 2019 budgetary appropriations.

**Whereas**, Section 103 of the General Municipal Law requires public bidding for purchases of equipment in excess of \$10,000.00, and

**Whereas**, the Highway Superintendent of the Town of Clarence makes numerous purchases from time to time throughout the year in total amount not to exceed the annual budget, and

**Whereas**, pursuant to Section 142 of the Highway Law it is desirable for the Town Board to authorize the Highway Superintendent to purchase said equipment, tools and other implements in excess \$1,000.00, and

**Now therefore be it resolved**, the Highway Superintendent is hereby authorized to purchase without prior approval of the Town Board, equipment, tools and other implements to be used for highway maintenance, construction, or reconstruction, snow plows or other devices for the removal of snow from highways in a sum not to exceed the limitations as prescribed under 103 of the General Municipal Law as amended from time to time.

The Town Board has adopted a purchasing procedure in accordance with section 104B of the General Municipal Law. The Highway Superintendent will comply with that procedure.

The Town Board authorizes the Highway Superintendent and or the Deputy Highway Superintendent to attend all functions of Erie County Highway Superintendent's Association, New York State Highway Superintendent's Association 2019 along with the Town Engineer. All reasonable expenses will be covered by the Town of Clarence.

The Town Board has adopted a purchasing procedure in accordance with section 104B of the General Municipal Law. The Highway Superintendent will comply with that procedure.

Upon roll call – Ayes: All; Noes: None. Motion carried.

Supervisor Casilio made the following appointments for 2019:

Peter DiCostanzo, Deputy Supervisor  
Mark Woodward, Town Historian  
Douglas Curella, Sr. to serve on the Right-to-Farm Resolution Committee  
for a one year term.

In regard to Public Participation, no one spoke.

Motion by Councilman DiCostanzo, seconded by Councilman Greene to approve the following: Clubhouse Applications - A. Clarence Lions Club - Feb. 3, 2019; Legion Hall Applications - A. Clarence Patriots – Jan. 12, 2019; B. Christine Herberger – Jan. 13, 2019; C. Judy Vogel - Jan. 27, 2019; and D. George Emerling – Feb. 2, 2019. Upon roll call – Ayes: All; Noes: None. Motion carried.

Motion by Councilman DiCostanzo, seconded by Councilman Geiger that after proper audit and review by the Town Board, the following bills of December 27, 2018 are approved for payment: General Fund - \$115,955.10; Highway Fund - \$19,126.04; Drainage District - \$200.00; Sewer Districts - \$230.84; and Capital Fund - \$233,938.00 for a total amount of \$369,449.98. On the question, Supervisor Casilio said the year to

date total spending was \$26,769,722.17. Upon roll call – Ayes: All; Noes: None. Motion carried.

Supervisor Casilio stated that his liaison assignments for 2019 are as follows: Capital Projects; Building/Engineering; Emergency Services; Fire Companies; Highway Department; Law-Legislation; Parks Security; Public Utilities/Street Lights; Master Sewer; Sewer Districts; Town Hall; and Traffic Safety.

Councilman DiCostanzo read his liaison assignments for 2019 are as follows: Accounting Department; Assessors; Capital Projects (*as member of Tn. Board*); Ethics; Industrial Development Agency; Insurance; Parks Department; and Recreation Department.

Councilman Geiger read his liaison assignments for 2019 are as follows: Arboretum Committee; Cable TV; Clarence Senior Center; Clergy Association; Community Residences; Conservation Advisory Council; Historical Society; Municipal & Farmland Protection Plan.

Councilman Greene read his liaison assignments for 2019 are as follows: Animal Control; Computers; Grants; Labor Management; Library; Public Safety Issues & Recycling; Sidewalk Task Force; and Youth Bureau.

Councilman Shear read his liaison assignments for 2019 are as follows: Clarence Center Community Character Protection Board; Clarence Hollow Community Character Protection Board; Environmental Management Council; Historic Preservation Commission; Planning; Recreation Advisory Committee; and Zoning Board of Appeals.

Supervisor Casilio said all of the Board Members are kept busy with these assignments and bring back information to share with each other.

There being no further business, Supervisor Casilio adjourned the meeting at 6:53 p.m.

Nancy C. Metzger  
Town Clerk

## Attachment 1



## Town of Clarence Fleet Management Policy

Written by James A. Dussing- Superintendent of Highways

Effective January 7, 2015

### **PREAMBLE-**

The purpose of this policy is to comply with a recommendation from the New York State office of Comptroller and to provide the most efficient, cost effective way to manage vehicles owned by the Town of Clarence (the "Town"). Our goal is to provide the highest quality vehicles at the lowest possible price. Best management practices (BMPs) should be used throughout the implementation of this policy. This policy incorporates all the requirements of the "Vehicle Usage" section of the Town Policy Manual (currently Section 507 of the Town Policy Manual).

### **ADMINISTRATION-**

The Town Board will be responsible for enforcing this policy. The Town of Clarence Superintendent of Highways or his/her appointee will be responsible for administering the provisions of this policy that relate to purchasing, maintenance and disposal of Town of Clarence Fleet vehicles. Prior to purchasing any Town Vehicle, such purchase must be authorized by the Town Board. Authorization of the Town Board is required for any modifications to or deviations from this policy. The Town Board will review the Town's fleet of vehicles at least once annually to determine whether vehicles should be added to or removed from the fleet.

### **VEHICLES COVERED-**

"Fleet Vehicles" or "T Vehicles" are vehicles owned and maintained by the Town of Clarence and listed in the Town's inventory with a T followed by a number. These vehicles include all the vehicles driven by Town of Clarence officials and employees with the exception of Parks Department and Highway Department Vehicles. The Parks and Highway Superintendents will have the authority to manage the vehicles in their respective fleets that are not covered by this policy, based on the individual needs of their departments, with the understanding that efficient and cost effective use of vehicles should be the priority. All vehicles owned by the Town of Clarence, (including those vehicles that are not "Fleet Vehicles" or "T Vehicles") are subject to the "Vehicle Markings" section of this Policy.

### **NUMBER OF FLEET VEHICLES-**

There is no set number of vehicles that can be owned by the Town of Clarence. Every effort will be made to keep the total number of vehicles owned by the Town to an absolute minimum. Town vehicles with very low mileage (vehicles driven less than 1500 miles per year) should be repurposed or removed from the inventory. No vehicles will be purchased without a needs assessment survey being completed and considered by the Town Board and a resolution from the Town Board approving the purchase. The practice of "banking" vehicles for use by multiple departments will be implemented to maximize the use of each vehicle. Keys to all Town Vehicles must be kept in one secure location and signed out for use. The assignment of a vehicle to an individual department or employee must be done annually by the Town Board at the organizational meeting in January. The Town Board may modify these assignments as it sees fit throughout the year.

### **TAKE HOME VEHICLES-**

It is the goal of this Policy to minimize the number of Town Vehicles taken home by Town Employees or Town Officials. Only those individuals who have a regular and reoccurring Town business need to take a vehicle home on a regular basis will be given the authority to take a Town Vehicle home. Such authority shall be limited only to the period of time the legitimate Town Business need exists. All take home vehicles must be approved by Department Head and the Town Board. The Town Board has the right to cancel or revoke the privilege to take a vehicle home at any time upon the passing of a resolution. Please refer to the Town Policy Manual provision entitled "Vehicle Usage" (currently section 507) for specific information on permissible use of take home vehicles. Employees are not permitted to use Town Vehicles for personal use. In the rare and unlikely event that a Town Vehicle must be used for personal reasons, the employee's department head, or the Town Board (in the case of Department Heads or Town Officers and Officials) must be immediately notified of the personal use and the reason therefore.

All employees and Town Officers and Officials are subject to any applicable IRS and NYS State or local tax liability for using a Town Vehicle for personal purposes.

### **VEHICLE MARKINGS-**

All town of Clarence vehicles (whether or not the vehicle is covered by other provisions of this Policy) must be clearly marked. The Town seal must be on each vehicle as well as a vehicle ID number and an American Flag. The Town seal is to be permanently placed on the driver and passenger doors of all vehicles. The use of magnetic emblems is not allowed. The seals must be at least 5 to 7 inches tall on all cars and SUV's and at least 12 to 14 inches tall on all trucks, and must be clearly visible from a reasonable distance. Any variations to this rule must be approved by the Town Board. Officials may remove emblems temporarily for code enforcement, public safety or other uses that require the town official to act in a discreet manner. Any changes in vehicle marking must be approved by the Town Board. The decals will be provided by and installed by the Highway Department or approved shop. Arrangements must be made to have all vehicles clearly marked as soon as possible after the approval of this policy.

### **Passengers-**

The use of Town owned vehicles is restricted to employees of the Town of Clarence. Passengers must either be Town employees, officers or officials or individuals conducting work on the behalf of the Town who have a need to ride in the Town Vehicle with a Town employee, officer or official. Department heads may approve non-employee passengers for situations in which it is deemed necessary by them (i.e. local dignitaries, or representatives of the media visiting the Town, etc.). A log of the name of individuals who are not Town Employees and who are not conducting work on behalf of the Town, who are transported in a Town Vehicle must be kept and must include, the name of the individual transported, the date of transport, the reason for the transport, and the locations from/to which the individual was transported.

### **PURCHASING-**

All purchasing of new "T" vehicles will be performed by the Superintendent of Highways or designated appointee. The Town Board will notify the Highway Superintendent of the need to purchase a new vehicle and will provide specifications for the purchase (i.e. timing, and type of vehicle to be purchased and maximum purchase price). Upon locating an appropriate vehicle and negotiating a purchase price, the Town Board will authorize the Superintendent of Highways or designated appointee, by resolution, to enter into and execute any purchase contracts. The Town will first attempt to use the New York State Office of General Services contract to obtain the lowest possible price. If the vehicle is not available through state contract or another acceptable publicly bid contract pursuant to NYS General Municipal Law 103 and the total purchase price exceeds \$10,000, then the purchase must be advertised and put out for public bid and the bid must be awarded to the lowest responsible bidder. The replacement cycles of vehicles and the subsequent purchase of new vehicles can vary depending on budget constraints and other factors. It should be the goal to replace cars at three years and SUV's at four years to obtain the best possible trade in or resale value.

### **MAINTENANCE-**

The Town of Clarence should provide the best possible maintenance to its fleet vehicles to obtain the best resale value. Any malfunctions or signs that the vehicle is not operating properly must be reported to the Superintendent of Highways, in writing, immediately (an email identifying the vehicle and describing the malfunction or problem will suffice). All service to vehicles must be recorded in a vehicle history log for that vehicle. The vehicle history report must be kept by the maintenance staff at the Highway Department. This report must include mileage, service dates and any repairs made to the vehicle by highway department personnel or by an outside repair shop. Any damage to the vehicles must be reported to the employee's Department Head and to the Highway Department Mechanic Crew Chief immediately. The Highway Department Mechanic Crew Chief must include that information in the vehicle history log and, in consultation with the Superintendent of Highways, determine the best method for making the necessary repairs.

### **DISPOSAL**

The goal of the disposal of fleet vehicles is to get the highest salvage value for the vehicles while minimizing administration costs. Trade in price, public auction and public bidding of the vehicle should always be considered when removing vehicles from the Town's inventory. It will be left to the discretion of the Superintendent of Highways on what option best fits the town's needs. Public sale of the vehicles will be posted and advertised by the Town Clerk's office.

### **REPLACEMENT SCHEDULE-**

The Superintendent of Highways will maintain an up to date vehicle replacement schedule at all times. This schedule can be changed at any time at his/her discretion. The basis of the schedule should be to always keep the Town of Clarence fleet current. Generally, Cars should be replaced every three years and SUV's should be replaced every 4 years. Specialty vehicles such as vehicles used by the senior center, youth department and the animal control officers should be replaced as needed. A needs assessment survey must be completed by the Department Head or the Superintendent of Highways and submitted to the Town Board for all vehicles for which replacement is being sought. This needs assessment survey must be accompanied by a proposed resolution upon submission to the Town Board. The Town Board will consider the request for replacement, including the information submitted in the needs assessment survey, and act the resolution. The Town will endeavor to replace vehicles before major repairs are necessary. Changes to the type of vehicle, or options available on the vehicle at the time of replacement must be approved by the Town Board and will be considered on a case-by-case basis. The vehicles that need replacement must be budgeted for during the budget process and purchased during the next calendar year. Emergency replacement of fleet vehicles will be carried out by the Superintendent of Highways.

(Vehicle Needs Assessment Survey is attached).



**Town of Clarence**  
**Vehicle Needs Assessment Survey**  
*(Adopted 1/7/15)*

**PART 1**

*This is part of the Town’s Fleet Management Policy and Town Policy Manual section 507.*

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year                      Make/Model

1. Please list the basic need for this vehicle for the department:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is this vehicle a replacement in addition to your department vehicles? YES/NO

3. Can this vehicle be shared? YES/NO Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How much daily use will this vehicle have? Estimate of yearly mileage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Can a personal vehicle be used and the user would be reimbursed for miles traveled per the current IRS Rate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

**Approved by the Clarence Town Board:      YES   ---   NO**  
**Date:    \_\_\_/\_\_\_/\_\_\_**





PART 2

Vehicle Needs Assessment Survey

Department: \_\_\_\_\_

Department Head: \_\_\_\_\_  
(Signature)

1. Please list the vehicles used by your department (Year, Make, Model, and the Town Vehicle Number) and the employee(s) to which they are assigned:

YEAR – MAKE – MODEL - VEHICLE	EMPLOYEE

2. Requests to take home vehicles?

Vehicle	Employee Requesting to Take Home	Personal Mileage to be driven From Home to Work and Work to Home

3. Home many passengers are typically in each vehicle?

Vehicle	Number of Passengers

4. What is the primary use of each vehicle?

Vehicle	Primary Use

5. Can the vehicles be shared with other departments if necessary?

Vehicle	YES / NO

## Attachment 2

**PROCUREMENT POLICY FOR TOWN OF CLARENCE***(Amended January 3, 2018)**(Encumbrance Policy Procedure attached)*

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, § 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement; NOW THEREFORE, be it

RESOLVED; that the Town of Clarence does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the voucher or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment, where it can reasonable by determined based on the facts and circumstances, will exceed \$20,000 in the fiscal year or, b) public works contracts over \$35,000 shall be formally bid pursuant to GML, § 103.

GUIDELINE 3. All estimated purchases of supplies and equipment:

- a. Less than twenty thousand dollars (\$20,000) but greater than ten thousand dollars (\$10,000) require a written request for a proposal and written/fax quotes from three (3) vendors.
- b. Less than ten thousand dollars (\$10,000) but greater than four thousand dollar (\$4,000) require a written/fax quote from two (2) vendors.
- c. Less than four thousand dollars (\$4,000) but greater than five hundred dollars (\$500) are left to the discretion of the purchaser

All estimated public works contracts of:

Less than thirty-five thousand dollars (\$35,000) but greater than fifteen thousand dollars (\$15,000) require a written Request for Proposal and fax/proposals from three (3) contractors.

Less than fifteen thousand dollars (\$15,000) but greater than five thousand dollars (\$5,000) require a written Request for Proposal and fax proposals from two (2) contractors.

Less than five thousand dollars (\$5,000) but greater than one thousand dollars (\$1,000) are left to the discretion of the purchaser.

Any written Request for Proposal shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

## Attachment 2 continued

- GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.
- GUIDELINE 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals.
- GUIDELINE 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
- a) Acquisition of professional services;
  - b) Emergencies;
  - c) Sole source situations;
  - d) Goods purchased from agencies for the blind or severely handicapped;
  - e) Goods purchased from correctional facilities;
  - f) Goods purchased from another governmental agency;
  - g) Goods purchased at auction;
  - h) Goods purchased for less than \$500;
  - i) Public works contracts from less than \$1,000;
  - j) Purchases pursuant to State or County bid.
- GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.
- GUIDELINE 8. Pursuant to the provisions of GML §104-b(f), effective January 1, 2009, those employees authorized for purchases on behalf of the Town and their respective titles shall be listed in Appendix 1 of this policy and said listing shall be updated biennially.

Attachment 2 continued

# APPENDIX 1

## EMPLOYEE

Jonathan Bleuer  
James Burkard  
James Callahan  
Christopher Durr  
James Dussing  
Paul Englert  
Albert Weber  
Alan Wolbert  
Patrick Casilio  
Karen Jurek  
Kimberly Ignatowski  
Mary Kelley  
Dawn Kinney  
Joseph Lancellotti  
Timothy Lavocat  
Robert Linde  
Charles McNiff  
Lawrence Meckler  
David Metzger  
Nancy Metzger  
Matthew Druar  
Michael B. Powers  
Cynthia Rosel  
Jerome Schuler  
Robert Sillars  
Darcy Snyder  
Marilyn Taton  
Clifford Trapper  
Mary Morris  
Mark Woodard

## TITLE

Junior Planner  
Parks Crew Chief  
Director of Community Development  
Deputy Recreation Director  
Highway Superintendent  
General Crew Chief at Highway  
Town Assessor  
Security Officer  
Supervisor  
Secretary to the Town Supervisor  
Director of Administration and Finance  
Clerk to the Town Justice  
Director Youth Board  
Civil Engineer  
Town Engineer  
General Crew Chief  
Deputy Highway Superintendent  
Town Attorney  
Senior Code Enforcement Officer  
Town Clerk  
Program Youth Leader  
Judge  
Paralegal  
Animal Control Officer  
Judge  
Deputy Town Clerk  
Clerk to the Town Justice  
Director of Recreation  
Real Property Appraiser  
Town Historian

## Attachment 3

**Encumbrance Procedure Policy**

1. Must have a signed Purchase Order or Proposal dated on or before December 31 of the current year to encumber funds.
2. Purchase Order must be submitted to the Accounting Department by the Monday of the last bill pay that is set for the previous year's bills.

*(Ex: Thursday January 31, 2013 was the last check date for 2012 bills to be paid, so Monday January 28<sup>th</sup> would be the last date for a Purchase Order or Proposal to be given to the Accounting office to encumber funds from 2012.)*

3. Reasonable expectation that the product/service is to be received/performed or completed within 90 days of year end, i.e. March 31<sup>st</sup>.
4. Applicable dates for the above will be set by the Accounting Department and emailed to all Department heads by year end.
5. A resolution will be made by the Town Board to approve encumbering funds.